

**Toyo Language School**

**TLS Orientation Book**

**(School Bylaws/Student Handbook)**

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## ■ Relate to Education

### Educational goals

In order to nurture the ability to stand as a talented person in society, not only the Japanese language ability to pass qualifications and exams, but also the abilities required at any place of study or employment after graduation through practical Japanese language education with embedded career education (human education).

### Education system-JCT education system-

There are 3 basic principles behind any individual's progress: "Always have a goal when you start something", "Be aware and ready to change yourself", and "Have good habits and stick to them". At Toyo Language School, we incorporate these principles into our Japanese educational program, so students are assured of real improvement in their Japanese language skills.



### J: JJM (Jikei Japanese Monitoring)

This is TLS's unique tool to monitor students' Japanese level. Giving due consideration to the trends evident in the JLPT and EJU, our staff draw up questions in line with TLS curricula and will be conducted at the end of the semester.

The scope of the questions is divided into basic Japanese proficiency tests from elementary to intermediate levels, and achievement tests for each class.

Throw JJM result, we are now able to evaluate students' Japanese skills in detail and set each student's targets accurately. Also, for new students, TLS provide the JJM (FJJM) held at the end of the previous semester at the time of admission. Students conduct precise class settings under a single scale.

### C : Counseling

Teachers give advice and clarify the path to solving the student's worries and goals by talking to students.

#### <Pre-semester counseling>

As a reference, using an original counseling sheet showing JJM results etc. for each student who can see at a glance how much and what items can be done in which subjects at which levels, the instructor will spend time talking with each student. In this context, students are encouraged to analyze themselves by focusing on their career after graduation and on elective classes (intercultural communication) conducted during the relevant semester. In addition, students will be informed of the current situation of the student as viewed from the faculty, including issues that cannot be seen by the students themselves, and will set goals for the new semester.

## T: Target Setting

Through JJM and counseling, a system will be prepared to enable students to achieve clear goals.

### <6 - PLAN>

TLS have 6 plans: Professional Training College, University, Graduate School, find employment, Art University and return home country. We provide efficient career guidance. Through the JJM and counseling every 3 months, we support the realization of goals while modifying the process for achieving the goals. Each PLAN has a teacher in charge to support students.

## Curriculum System

### <4 semester system>

The entrance timings are 4 times a year (in April, July, October and January). Each semester is set to 200 hours for 3 months, and the learning level is subdivided from introductory to super-advanced. The students will step up while checking each achievement every 3 months.

April course (April to June)	July course (July to September)	October course (November to December)	January course (January to March)
Entrance Ceremony Orientation Athletic Meeting Shinden Festival JJM	Orientation Academic and Career Fair JJM	Entrance Ceremony Orientation Tokyo Disney Resort Training JJM	Orientation School Trip JJM Graduation Ceremony

### <Education schedule-timetable>

Classes are conducted on a half-day basis for 3 hours per a day.

#### (AM Class)

	Mon	Tue	Wed	Thu	Fri
9:10~10:40	Japanese	Japanese	Japanese	Japanese	Japanese
10:40~10:55	Break Time	Break Time	Break Time	Break Time	Break Time
10:55~12:25	Intercultural communication	Japanese	Intercultural communication	Japanese	Intercultural communication

#### (PM Class)

	Mon	Tue	Wed	Thu	Fri
13:10~ 14:40	Japanese	Japanese	Japanese	Japanese	Japanese
14:40~14:55	Break Time	Break Time	Break Time	Break Time	Break Time
14:55~16:25	Intercultural communication	Japanese	Intercultural communication	Japanese	Intercultural communication

### <Educational Goals>

TLS develop “communicate ability” for sufficient self-expression in Japanese efficiently, and improve self-management ability (Understanding of independence, self and others) and team management ability (service mind / teamwork).

### <Elective Classes: intercultural communication>

TLS has established intercultural communication class that students can choose from 81 types of classes according to their purpose and ability to increase student motivation. The class is held 1.5 hours each of Monday, Wednesday, and Friday from the 3rd week to the 8th week. Intercultural communication is generally divided into 5 categories: weakness overcome, career support, exam preparation, intercultural understanding, and multilingual programs. All students apply for courses at the beginning of the semester through counseling.

### <Preparatory Course >

5 courses are established as advancement courses, and will proceed as follows. In the [Basic Intermediate] and [Intermediate] levels, there will also be a Walking class that will be studied in 6 months.

2 years course for academic advancement course: 1592 hours in total

Semester1	Semester2	Semester3	Semester4
<b>【Introduction】</b> Let's start	<b>【Beginner】</b> Take a step forward	<b>【Basic intermediate】</b> Make human Relationship	<b>【Intermediate】</b> Send information
Semester5	Semester6	Semester7	Semester8
<b>【Upper intermediate】</b> N2 Master	<b>【Advanced I 】</b> N1A N1B University Art University	<b>【Advanced II 】</b> N1B N1A University Art university	<b>【Super Advanced】</b> Over N1 Graduate School of Art

1 year and 9 months course for academic advancement course: 1392 hours in total

Semester1	Semester2	Semester3	Semester4
<b>【Introduction】</b> Let's start	<b>【Beginner】</b> Take a step forward	<b>【Basic intermediate】</b> Make human Relationship	<b>【Intermediate】</b> Send information
Semester5	Semester6	Semester7	
<b>【Upper intermediate】</b> N2 Master	<b>【Advanced I 】</b> N1A N1B University Art University	<b>【Advanced II 】</b> N1B N1A University Art university	

1 year and 6 months course for academic advancement course: 1192 hours in total

Semester1	Semester2	Semester3	Semester4
【Introduction】 Let's start	【Beginner】 Take a step forward	【Basic intermediate】 Make human Relationship	【Intermediate】 Send information
Semester5	Semester6		
【Upper intermediate】 N2 Master	【Advanced I】 N1A N1B University Art University		

1 year and 3 months course for academic advancement course: 992 hours in total

Semester1	Semester2	Semester3	Semester4
【Introduction】 Let's start	【Beginner】 Take a step forward	【Basic intermediate】 Make human Relationship	【Intermediate】 Send information
Semester5			
【Upper intermediate】 N2 Master			

1-year course for academic advancement course: 796 hours in total

Semester1	Semester2	Semester3	Semester4
【Introduction】 Let's start	【Beginner】 Take a step forward	【Basic intermediate】 Make human Relationship	【Intermediate】 Send information

## Curriculum

<Introduction (Let's start!)>

- Achievement Target

The first class of basic Japanese level at Toyo Language School. Rather than speaking Japanese, the point is to be able to take actions by listening to Japanese instructions. Using TLS's original textbook "CHANGE I", classes cover mainly at N5 level of JLPT. Students also learn how to live in Japan at the same time as learning Japanese.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2
CHANGE I (N5 level)	134
Elective classes (intercultural communication)	36
Intermediate Test & Writing Test	12
JJM & Review	12

<Beginner(Take a step forward)>

- Achievement Target

The next step after following the instruction and responding to Japanese is to start



communicating a bit independently. While using N4 grammar, learn how to ask questions independently about things they don't understand or want to know more about in their daily life.

- Courses and Hours (200 hours in total)
 

Counseling	4
Semester Orientation	2
N4 Sentence Pattern Comprehensive Class	134
Elective Classes (Intercultural Communication)	36
Intermediate Test	6
Writing & Interview Test	6
JJM & Review	12

<Basic Intermediate(Make human Relationship ! RUNNING)>

- Achievement target
 

Learn N3 level knowledge and operation in 3 months based on elementary grammar. Also, learn how to study intermediate Japanese different from the beginner level. From the perspective of career education, students also learn how to build human relationships so that they will not be in trouble after entering the society. They will learn these 3 tasks in a situation where interpersonal communication occurs. In addition, a task to communicate with Japanese guests is prepared as the last task of this level.

- Courses and Hours (200 hours in total)
 

Counseling	4
Semester Orientation	2
N3 Grammar	44
Academic Writing (text)	36
Make human Relationship Session	42
N4 Review	10
Elective Classes (Intercultural Communication)	36
Intermediate Test	8
Writing & Interview Test	6
JJM & Review	12

<Basic Intermediate(Make human Relationship ! WALKING I )>

- Achievement Target
 

After finishing elementary grammar, learn N3 level knowledge and operation in 6 months of WALKING I・II. From the N3 level, the number of kanji increases, so that this is the course study kanji and new topics slowly. There are twice as many speaking and listening classes in the Walking class than in the Running class. Through many example sentences and scenes, learn how to understand Japanese using images and predictions.

- Courses and Hours (200 hours in total)
 

Counseling	4
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Semester Orientation	2
N4 Grammar, N3 Sentence Pattern Comprehensive(first half)	46
Reading comprehension for intermediate text book	46
Kanji, conversation	40
Writing	4
Elective classes (Intercultural Communication)	32
Intermediate Test	8
Writing & Interview Test	6
JJM & Review	12

<Basic Intermediate(Make human Relationship ! WALKING II)>

- Achievement Target

A class that finishes the whole range of N3 in the last 3 months following WALKING I . While continuing to study kanji slowly and conversation lessons, from the perspective of career education, students also learn how to build human relations so that they will not be in trouble when they enter society. As the last task of the level, Students will communicate with Japanese guests.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2
N3 Sentence Pattern Comprehensive (second half)	18
Academic Writing (text book)	36
Make human Relationship session	46
Conversation, kanji	36
Review, Intermediate Test	8
Elective classes (Intercultural Communication)	32
Writing & Interview Test	6
JJM & Review	12

<Intermediate(Send information ! Running)>

- Achievement Target

The last level of the basic Japanese level (N2)

Students start communication based on more objective information from the conventional scene-dependent communication. Teacher organizes assertions, contrasts, citations, causal relationships, etc., and train students to convey information to the others accurately. In addition, the technology for acquiring information from various materials will be enhanced. At the end of this level, there is the poster session class that the students make group and each group survey to make poster for presenting to Japanese guests TLS invites.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2
N2 Grammar	52

Poster session	30
Elective classes (Intercultural Communication)	36
Intermediate reading strategies for intermediate (text book)	38
Review	4
Intermediate Test	8
Writing & Conversation	12
Intermediate test	2
JJM & Review	12

<Intermediate(Send information ! WALKING I )>

- Achievement Target

After the N3 level, there is 1000 kanji. So, reading is getting difficult. Walking I is the first half of studying N2 level for 6 months while studying kanji and vocabulary carefully.

The other half will spend the next 3 months studying at Walking II .

The class that integrates listening comprehension and conversation has been set up so that students can pass with high scores in listening comprehension in JLPT's reading comprehension, listening comprehension and linguistic knowledge.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2
N3 Review	6
N2 Grammar	40
Kanji, Conversation and Listening Comprehension	44
Intermediate Reading comprehension (textbook for intermediate)	32
Elective classes (intercultural communication)	36
Intermediate Test	4
JLPT mock test	12
Writing test	4
Kanji Review, Conversation	4
JJM & Review	12

<Intermediate(Send information! WALKING II)>

- Achievement Target

Finish “WALKING I ” and aim to reach N2 level in the last 3 months. While maintaining the conversation practice that starts from listening, we will arrange the assertions, contrasts, quotations, causal relationships, etc. and train the students to convey information to the other party accurately. We will also enhance the technology for acquiring information from various authentic resources. At the end of this level, there is the poster session class that the students make group and each group survey to make poster for presenting it to Japanese guests TLS invites.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2
N2 Grammar	46
Kanji, Conversation, Listening comprehension	28
N2 Reading Comprehension (textbook)	30
Poster session	28
Elective Classes (Intercultural Communication)	36
Intermediate Test	4
N2 mock test	8
Writing test	4
JJM & Review	12

<Upper intermediate(N2 master)>

- Achievement Target

This level is a bridge between N2 and N1. Students who have already passed N2 at the information level can take the N1 level class without taking this level.

This N2 Master aims at the level students can understand with a focus on reviewing the N2 level knowledge that has been learned so far.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2
N2 Grammar Review (textbook)	72
Conversation and Review	30
Intermediate Test	20
Weak Point Reinforcement	16
Elective Classes (Intercultural Communication)	36
Writing Test	2
Conversation test	2
Intermediate Test	4
JJM & Review	12

<Advanced(N1A)>

- Achievement Target

From this level, students start to study actual N1 level. They learn how to speak proper Japanese for the situation of tasks to solve the problem which may happen after graduating from TLS and each situation. In particular, at N1A, students learn adverbs and conjunctions that international students are not good at, and idioms that Japanese people often use to enhance their expressiveness. N1A and N1B finish their N1 level in 6 months, but it doesn't matter which they start studying first.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2

N2 Review & Conversation	12
N1 Grammar	40
Reading	50
Writing	12
Intermediate Test	16
Elective Classes (Intercultural Communication)	36
Writing Test	8
Conversation test	8
JJM & Review	12

#### <Advanced(N1B)>

- Achievement Target

N1B covers half of the range of N1 levels consisting of 2 semesters. Students will learn how to make the others understand their thoughts while proceeding with comprehension of articles and essay. Also, by learning media Japanese increase common topics when communicating with Japanese people. They can learn how to create reports and resumes here. N1A and N1B finish their N1 level in 6 months, but it doesn't matter the other.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2
N1 grammar	34
N2 Review	16
Japanese Language Practice	12
Comprehension for article	42
Elective Classes (intercultural Communication)	36
Review	12
Writing	10
Intermediate Test	12
Writing & Conversation test	8
JJM & Review	12

#### <Super Advanced>

- Achievement Target

Students practice speaking out their ideas in public with using N1 grammar. Students at this level have already reached a level which they can live in Japan and speak Japanese without any problems. However, it is even difficult for Japanese people to speak in a way that attracts people, and they will learn how to speak in the way with using textbook that is not designed for international students.

- Courses and hours (200 Hours in total)

Counseling	4
Semester Orientation	2
Case Studies for Relationship	20

Japanese Communication	16
Advanced Grammar Reviews	44
Reading Comprehension for Actual Japanese Resources	36
Essay	16
Elective Classes (Intercultural Communication)	36
Intermediate Test	10
Conversation & Essay Test	4
JJM & Review	12

#### <University Class>

- Achievement Target

Class aiming to acquire 320 points at EJU. Improve the reading speed of short, medium and long sentences focusing on topics covered in EJU.

In addition, by using various materials that can be taken up in university entrance examinations (Center Examination level) as materials, students will challenge various tasks to enhance logical thinking skills, and train students in speaking and writing output skills required for university entrance examinations.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2
Carrier Preparation	12
EJU mock test	14
EJU/JLPT training	28
EJU Writing Training	28
Listening Comprehension • Conversation	22
Japanese for Essay and Report	16
Reading for Review Paper	22
Elective Classes (Intercultural Communication)	36
Writing & Conversation Test	4
JJM & Review	12

#### <Art University Class>

- Achievement Target

Set a plan to enter the university and set a goal to pass either EJU 280 points or JLPT N2, which is a prerequisite for admission to Art University and aim to improve Japanese ability. In the class, there are classes on art vocabulary and art reading comprehension to prepare for reason for applying and essay and interview.

- Courses and Hours (200 hours in total)

Counseling	4
Semester Orientation	2
Prepare for JLPT and EJU(with Art Graduate Class)	16
Carrier Preparation	20
Intermediate Japanese (textbook)	30

Essay	16
Listening Comprehension & Conversation	16
Art Vocabulary	16
Art Reading	12
Elective Classes (Intercultural Communication)	36
Intermediate Test	14
Writing & Conversation test	6
JJM & Review	12

#### <Art Graduate School>

- Achievement Target

For the art graduate school exam, we arranged class activities and individual activities in a well-balanced manner. All subjects in the class are set up with subjects, art vocabulary, art reading, academic writing, academic guidance and JLPT / EJU measures necessary for entering the institution. The syllabus design complements the rest with optional classes (Intercultural Communication).

- Courses and Hours (200 hours it total)

Counseling	4
Semester Orientation	2
Guidance on Entrance to School	
(Individual consultation & preparation of research plan)	44
Art Reading	30
Academic Writing	20
Prepare for JLPT and EJU (with Art University Class)	16
Upper intermediate Japanese (textbook)	30
Elective Classes (Intercultural Communication)	36
Intermediate Test	6
JJM & Review	12

## ■ Relate to the Classes

### JJM Regulations

All students will take JJM once in every 3 months at the end of the term all at once.

JJM consists in 6 subjects; letters & words, grammar, reading, listening, writing, and conversation.

Dates and other details of JJM (class exams, online exams, etc) will be informed a week before.

#### <Placement Test>

According to the results of JJM, your class will be decided.

#### <Evaluation Method>

According to the results of JJM, your score will be evaluated as 6 skills as follows;

A: 100~72   B: 71~52   C: 51~32   D: 31~16   E: 15~0

#### <Notice on JJM>

- 1) Students who take JJM must follow the teacher's instructions.
- 2) If you are late, you will be allowed up to 15 minutes after the start of each JJM test. However, if you are late for JJM more than 15 minutes, the student must follow the instructions of the supervisor.
- 3) You will be asked to sit down at the designated seat.
- 4) You will be required to put your student ID card on the desk and the teacher will tell you where you should put your other belongings. When taking the test online, you must indicate your student number ID and name.
- 5) You need to bring your writing materials, and also you are not allowed to share or borrow them.
- 6) When taking the test online, turn on the camera and follow the supervisor's instructions regarding the mute setting of the microphone according to the test content.

#### <Dishonest Behavior>

If we found the following dishonest behavior, the student will be punished.

- 1) Those who have seen something other than that specified by the supervisor (notes, websites, etc.).
- 2) Cheat other student's papers or let see your answer to another student.
- 3) In case of leaving your seat without permission.
- 4) Students who made big noise, or prevent JJM.
- 5) If you write down on the desk beforehand.
- 6) If a different student took JJM instead of you.
- 7) Those who submitted answers beyond the exam time without the permission of the supervisor.
- 8) Any other dishonest behavior or ignoring teacher's instruction.

#### <The Test Papers>

All papers of JJM must be returned to the teacher.



## Class Hours & Attendance

### <Absence>

Absence will be treated as below.

- 1) Students who will be absent must inform the homeroom teacher or class teacher in advance.
- 2) If you cannot come to school, it is counted as absent even if sick or accident happens.
- 3) By the death of your relation(relative) in the second degree, you will be allowed to away from school within 7 days. In this case, you don't be treated as absent, and it doesn't affect to your percentage of attendance.
- 4) The case a teacher ordered a student to go out from the class because of student's extremely bad attitude, will be counted as absence.
- 5) It is not counted as absence in case of natural disasters or accidents of public transportation service.
- 6) Absence of the flu with medical certificate will be treated as attendance within required days.
- 7) Absence because of attending an open campus and taking an entrance examination will be treated as attendance with submitting certificate, "absence exemption notice" with signature of visiting school or the copy of an examination admission card.

### <In case if you are late or leave early>

The way of counting your attendance is below.

- One part of classes consist of 45 minutes, and total classes of a day are 4 parts.
- Your early leaving from a class is treated as same as late.
- It is not counted as late in case of accidents of public transportation service. In that case, you should get a public certificate from the transportation staff.

#### (Table of Late Coming, Early going)

##### AM class (9:10~12:25)

Late Coming			Early Going		
1 <sup>st</sup> part	9:10~9:55	Attendance 2	1 <sup>st</sup> part	9:10~9:55	Attendance 1
	9:56~10:40	Attendance 1		9:56~10:40	Attendance 2
2 <sup>nd</sup> part	10:55~11:40	Attendance 2	2 <sup>nd</sup> part	10:55~11:40	Attendance 1
	11:41~12:25	Attendance 1		11:41~12:25	Attendance 2

##### PM class (13:10~16:25)

Late Coming			Early Going		
1 <sup>st</sup> part	13:10~13:55	Attendance 2	1 <sup>st</sup> part	13:10~13:55	Attendance 0
	13:56~14:40	Attendance 1		13:56~14:40	Attendance 1
2 <sup>nd</sup> part	14:55~15:40	Attendance 2	2 <sup>nd</sup> part	14:55~15:40	Attendance 1
	15:41~16:25	Attendance 1		15:41~16:25	Attendance 2

※ Once every week, there is a Home Room (HR) after 2<sup>nd</sup> period. Important information about study and living in Japan will be announced at the time so please attend every time.

#### <Percentage of Attendance>

Your attendance will much influence if you wish to advance to higher education or extend visa, please make sure yourself.

**\*We will update the latest attendance rate on the student page once a month.**

**\*If your percentage of attendance is under 85%, we will instruct you for the improvement.**

**\*If your attendance is under 50%, we need to report it to the Immigration Bureau and will instruct you for withdrawal and return to your home country.**

#### <Graduation from TLS>

Graduation requirements are listed as below.

- 1) Students who belong to school more than a year.
- 2) The total percentage of attendance from your entrance to graduation in March must be more than 80%.
- 3) **The result of your last JJM, should be C or above.**

We will give a graduation certificate to students who fulfilled all conditions above.

※ If students who couldn't fulfilled the conditions will be given a completion certificate and it's possible to certify your enrollment term.

#### **Scholarship**

Students who fulfilled certain conditions and received recommendation by TLS can apply for public scholarships below.

※Conditions decided by TLS.

- Studying at TLS more than a year (from April to next March).
- Students who received the scholarship must enter a higher institution soon after graduated from TLS in March.

※We select students who have higher percentage of attendance from their entrance, and we let them to submit an essay.

#### 1) Scholarships while you are in TLS

##### ①Encourage studying for foreign students

Organization to aid students "JASSO" (several students)

Applying term : April~May

Receiving : JPY 30,000 / month

Term : 1 year from April

Conditions : Having good grade, good percentage of attendance, and recommended by TLS.

##### ②LSH Asia scholarship (only one student)

Applying term : July

Amount : JPY 100,000 (total)

Receiving : in September all at once

Conditions : Having good grade, good percentage of attendance, and recommended by TLS.

Summation an essay titled : "My dream in the future" in 400 - 800 words.

2) Scholarship after graduated from TLS (advance to higher education)

①Preparation system of scholarship for privately financed foreign students to encourage their study by “JASSO”

Applying term : Recommended by TLS in February. The final decision will be made by JASSO in March.

Receiving : JPY 48,000/ month

Term : 1 year after entered the institution.

Condition : having a brilliant results of EJU and recommended by TLS.

Approximate level to be selected :

Around 350 points in Japanese and around 75% in other subjects

②Preparation system of scholarship for privately financed foreign students to encourage their study by “JASSO” (for several students).

Applying term : Twice a year (1<sup>st</sup> examination in July, and 2<sup>nd</sup> in December)

Amount : JPY 48,000/ month

Term : 1 year after entered the institution.

Condition : having a brilliant results of EJU, and recommended by the “Student Services Organization.”

Approximate level to be selected :

Around 350 points in Japanese and around 75% in other subjects

### **Temporarily Closing School**

School will be temporarily closed due to the cases below.

- 1) Tokyo Metro Tozai Line is on strike(workout) at 7 a.m.
- 2) Warning of heavy wind or rain etc. has been announced at 6 am in Tokyo area.
- 3) Tokyo Metro Tozai Line has been stopped due to natural disaster such as earth quake etc.

### **Advance to a Higher Education (By Recommendation)**

The outlines for getting recommendation are decided as below.

- 1) Total percentage of attendance from the entrance to the day the student will apply for the institution must be fulfilled over 90 %.
- 2) The student must be enrolled as a TLS student over 6 months.
- 3) All of the payment including tuition fee must be paid completely.

The students who fulfill all above and below will receive a recommendation by TLS.

- 1) Enrolled at TLS until March of the year of entering a higher institution.

Example : enter another institution in April 2023→ studying at TLS until March 2023

- 2) A student who can communicate in Japanese with the person in charge of the institution.

※ Students who want to receive a recommendation letter by TLS, they need to submit the designated form of the institution to the TLS teacher.

## Online classes

Students attending classes online should have a microphone and camera in order to maintain the same level of educational effectiveness as in face-to-face classes.

In addition, if you do any of the following during class, you may not be allowed to participate in subsequent classes:

- Talking, chatting, posting images, videos, etc. that may be harmful to other students.
- Taking photos or videos of the lesson, except when instructed to do so by the teacher.
- Transfer or resale of teaching materials to external parties (for personal use only).

## ■ Relate to Office Works

### Regulations of School Expenses

According to your course, tuition fee should be paid once every 6months. However, if the period of enrolment at the time of application differs from the actual period of enrolment, the payment period may be adjusted after enrolment.

※ courses . . .	Entering in April	2 years course or 1 year course
	Entering in July	1 year & 9 months course
	Entering in October	1 year & 6 months course
	Entering in January	1 year & 3 months course

※ Students who want to finish studying before the fixed date must submit a

“Period-of-attendance-at-school change application” by 15<sup>th</sup> of the semester start.

※ If the student who did submit the application wants to change the study term longer again, it will be possible if there is a seat.

### <Payment for Tuition Fee>

Please make a payment by the deadline. There are two ways to accept payment.

#### 1) By Flywire

This is an international payment system for our tuition fee. It is possible to pay through internet by smartphone, tablet etc. It is also possible to use credit card and avoiding International Remittance Fee

(Please go on the URL or read the QR)

<https://www.flywire.com/pay/toyolanguage>



#### 2) By Bank Transfer

Do not forget to input your name and student number when you make a payment.

The transfer fee will be paid by yourself. The bank fee needs to be paid at customer's expense.

Bank	: Mitsui-Sumitomo Banking corporation
Branch	: Kasai-Branch
Account No.	: 4915106
Swift code	: SMBCJPJT

<Refund policy>

The refund policy is as follows:

- 1) The registration fee will not be refunded once it has been paid.
- 2) In case of cancellation AFTER submission of documents to Immigration Services Agency of Japan, but BEFORE the release of the Certificate of Eligibility (COE)  
: Full refund of entrance fee and tuition fee.
- 3) In case of cancellation AFTER release of the Certificate of Eligibility (COE), but BEFORE the start of the classes  
: Full refund of tuition fee.
- 4) In case of cancellation AFTER the start of the classes  
: No refund.

※ No refunds will be made due to the poor physical condition of the student or the family, financial reasons, further study (university, college etc) or employment.

※ If you do not submit the application form for change of period of study by the prescribed date and an invoice is issued, you will still have to make the payment.

Any other cases not covered by this agreement will be dealt with on a case-by-case basis.

## Tuition fees

Tuition will be charged every 6 months based on the course enrolled.

If you want to complete the course on the way, please be sure to submit the "Application for Enrollment Period" in time for the deadline.

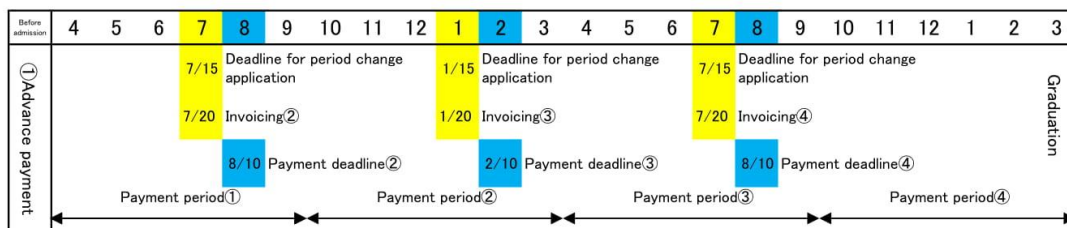
Please note if you do not apply for change and an invoice is issued, you will be obligated to pay the tuition fee and no refund will be given.

In addition, if you do not pay the tuition fee within the deadline after submitting the application for enrollment period, the change will not be accepted.

※If the period of enrollment at the application differs from the actual period of enrollment, the payment period may be adjusted after enrollment

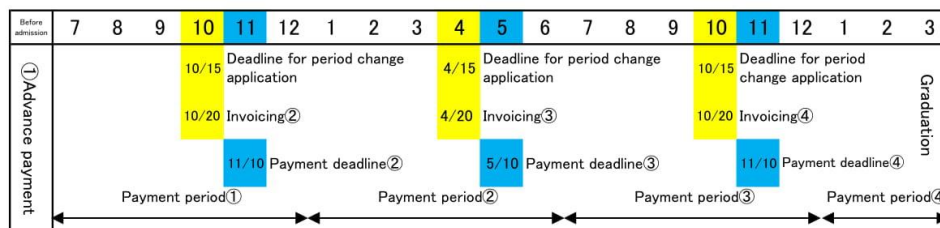
### ■ General Preparation for Higher Education Course – 2 years

(Student Number B004, B104 etc.)



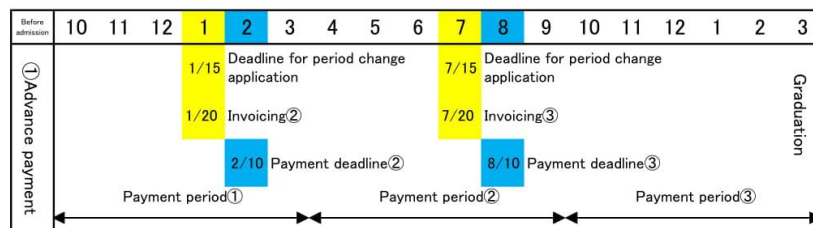
### ■ General Preparation for Higher Education Course – 1 year and 9 months

(Student Number B007, B107 etc.)



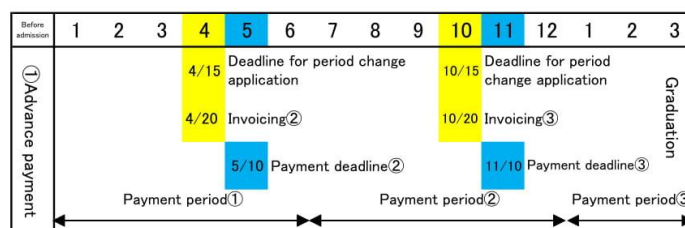
### ■ General Preparation for Higher Education Course – 1 year and 6 months

(Student Number B010, B110 etc.)



### ■ General Preparation for Higher Education Course – 1 year and 3 months

(Student Number B101, B201 etc.)



## **Residence Card**

All new international students will be issued with a residence card upon arrival in Japan. All international students (except for those staying for a short period of time) are required to carry this residence card as proof of identity.

Students who received this card must submit the application of “Notification on Change of Address” to city office of your living area within 14 days. (TLS can submit the application as proxy for the students who are living in Kasai and if they would like us to do so.)

However, due to the influence of the new coronavirus, students are now required to stay at home for 14 days after entering Japan, and the government has made a special instruction – it’s a priority to stay at home for two weeks. Students, who live in the dormitory, can register the address with a help of school, non-dormitory students must register by themselves at the ward office or city hall where they live after the two weeks of staying at home period.

Please note if the following cases happened, you also have to submit the application to city office to change your information.

- Changing address: report your new address to the city office within 14 days. If you move to a different city, you must report your move out to the former city office, while you must report your move in to your city having jurisdiction over your new residence
- Changing of your name, the date of your birth, sex, nationality/ district: you must report to the immigration office within 14 days.
- Reissuance of the residence card” due to loss, theft, breakage, damage etc.
  - : After recognized the fact, you need to get “Lost Notification of acceptance certificate”, “Theft Notification of acceptance certificate” from police station or “disaster certificate” from fire station, and submit it to the immigration office within 14days to apply for new one.
- Changing of your organization (your belonging company or an educational institution)
  - : Changing of the organization name, address, or move to another organization etc. due to finish studying, you need to report it to the immigration office or send the copy of your “residence card” within 14 days.
- Report of your spouse
  - : When your spouse is dead, or you divorced, you need to report it to the immigration office or send the copy of your “residence card” within 14 days.

## **National Health Insurance**

Students who have a student visa and working holiday visa must join a national health insurance. You can apply for the insurance, when you submit a notification of change of residence. Students who do not have a part time job will get a discount on your insurance fee after submitting the “Income situation questionnaire on national health insurance premiums”. On the application, you require to fulfill your date of entrance Japan, name, nationality, address in Japan and your birthday and write clearly that you do not work and stay with remittance from abroad. (At the bottom, you should write “I am a student of TLS, and all of my expenses to stay in Japan rely on by remittance from my home country”).

To pay for the insurance, you will receive a notice of the total amount of annual fee and payment slip. You will receive two kinds of the payment slips which are for total amount (for annual one) and for monthly one. You can use one of the slips, so if you choose a monthly one,

you can discard the annual one.

#### <Keiseikai Clinic>

As one of the schools of Jikei-Gakuen group, TLS international students with a student visa can use the clinic (internal medicine and dentist) without medical charge (instead of medicine). If you go to see a doctor, you need to make a reservation and fill out an application form and medical questionnaire at our office beforehand (school staff can write on your behalf). Appointments at the clinic are made by school staff. However, you have to pay for medicine. If you visit other clinics, hospitals or you are not the student visa holder, come to our office with your receipt. We will explain what "travel accident insurance bill" is.

#### <Chest x-ray upon arrival>

Under the guidance of Edogawa Health Center, all students regardless of the type of status of residence (except the target countries) should take X-ray photography. After entering school, students fill out Health Survey and TLS staff will take you to the clinic in a couple of weeks. When you take X-ray, all metallic stuff including accessories should be taken off.

#### <Regular Health Checkup>

We are going to hold a regular health checkup for student visa holder in September (tentative). Students who enter TLS in October and stay only 6 months cannot take this checkup. Any students who need a medical checkup certification must take it by themselves. The fee is around JPY 8,000.

Students who were found some doubtful results (possibility of disease), should take a secondary checkup with submitting application for free.

#### <How to Get a Health Certificate/ Report>

To get a health certificate, you need to decide the checkup items, fill out an application at our office and make a reservation for Keiseikai Clinic. The issuance cost is JPY 540 /certificate and effective for 3months. If you need additional (another) checkup items, you will be asked to pay according to the condition.

### **Japanese National Pension System**

The national pension is a system that supports each other in society as a whole to prepare for an unpredictable future. It is intended for residents of Japan between the ages of 20 and 60, and is required by foreigners like as National Health Insurance. However, for students at our school, there is a "student payment exception system" in which payment of insurance premiums during school is postponed. You can apply by submitting a national pension insurance student payment exception application form, a copy of your student card, and a certificate of enrollment of TLS at the national pension office where you registered your resident registration. You can also submit the documents by mail.

### **Individual Number System**

Individual Number System, introduced in January 2016, is a 12-digit number assigned to each resident of Japan who stays for a medium or long period of time. It is mainly used for



administrative procedures such as taxes, pensions and employment insurance, and to pay the salaries of part-time workers.

You will receive your “Individual number card” by registered address about one month after you have registered your place of residence, so please make sure you receive it.

Please remember that your personal number is considered to be specified personal information and that you should not easily hand over or show your notification card or other documents to others, nor should you carelessly give out any information about your number.

If you change your place of residence, you can change the address on your “Individual number card” together with the residence card. Please report this information to the ward office or city hall of your new place of residence.

The system itself is new and there may be some uncertainty about how to deal with it. If you have any questions, please do not make decisions on your own, but consult with the school staff.

### **Student Card**

Student card certifies for your student status, and if you are a student visa holder, you can get special discount for commuter pass etc. There is our emergency call number on it so if you have something cannot solve by yourself, please call the TLS emergency call number. You must always carry on this card too.

If you change your course from short-term to long-term, your student card will renew without charge by returning former card at the office. If you lost the card, you need to apply for the new one and pay JPY 2,000.

If you changed your address, you need to submit the application for correcting your address. You must go to the city office to change your registration information with your new student card.

### **<Students' Discount>**

You can get the student discount as below.

#### **① Discount on commuter pass for student visa holders**

If you show your student ID, you can get a special discount for commuter pass (both JR and private lines). It covers from your nearest station to Nishi-Kasai station.

#### **② Long distance tickets**

When you need to visit another city of over 100 km distance for taking an entrance examination or job interview etc. by using JR, you will get a ticket with 20% discount. Please come to our office to apply for the certificate. It will take a day (except for Sat & Sun) to issue the certificate. Go to the JR office, with the certificate, you will get a ticket with discounted price.

#### **③ Getting student discount with showing your student card at movie theaters, art museums, museums, amusement parks and zoos etc.**

### **Santensetto (Three Cards)**

Please always carry on the following three cards “Residence card”, “National Health Insurance card” and “Student card”. These cards are very important for living in Japan.

When you lost one of them, you must reissue immediately.

※ For short visa student, please carry on “Passport” and “Student card”.

## Temporary Return

### <Application for Your Short-term Return to Home Country>

When you decided to go back to your home country temporarily, please inform your class teacher at first. The teacher will give you an application for your temporary return. You are not allowed to return during study term except for emergency or unavoidable incidents. In that case, you need to get permission from your curriculum coordinator.

### <A Special Re-entry Permit System>

According to the new system has decided since July. 9, 2012, foreign nationals in possession of a valid passport and resident card who will be reentering Japan within 1 year of their departure to continue their activities in Japan (If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.) are no longer required to obtain a re-entry permit from the immigration office (This is called a special re-entry permit.)

When you leave Japan, be sure to present your residence card and tick the column indicating your intention of departure by the Special Re-entry Permit System on an ED card for Special Re-entry Permit.

The image shows two forms side-by-side for the Special Re-entry Permit System. The left form is titled '外国人用 再入国記録 disembarkation CARD FOR RE-ENTRANT ②' and is for 'ARRIVAL'. The right form is titled '再入国出出国記録 disembarkation CARD FOR RE-ENTRANT ①' and is for 'DEPARTURE'. Both forms have fields for '氏名' (Family Name), '生年月日' (Date of Birth), and '署名' (Signature). The 'ARRIVAL' form has a section for '再入国許可' (Re-entry Permit) with checkboxes for '1. 一時的な出国であり、再入国する予定です。' (I am leaving Japan temporarily and will return.) and '2. 「再入国許可」の有効期限内に再入国の予定はありません。' (I do not plan to re-enter Japan while my re-entry permit is valid.). The 'DEPARTURE' form has a section for '再入国許可' (Re-entry Permit) with checkboxes for '1. 一時的な出国であり、再入国する予定です。' (I am leaving Japan temporarily and will return.) and '2. 「再入国許可」の有効期限内に再入国の予定はありません。' (I do not plan to re-enter Japan while my re-entry permit is valid.).

## Drop out

- 1) Please submit “Expiration-of-a-period application or withdrawal-from school request” to get a permission.
- 2) Any students who plan to withdraw from TLS must get a permission from guarantor (parents or supporter of your expenses).
- 3) You are asked to write the reason clearly otherwise your request will not be accepted.

## Visa Extension

Your “period of stay” is very important for you to stay in Japan. If your “period of stay” is expired, you are treated as “Over stay”. You always must be cautious about the expiry date. Three months before your expiry date, you can apply for your visa extension at the Immigration office in Tokyo. You must be careful that depending on your percentage of attendance at TLS or nationality, you are required to submit additional documents.

You can apply for visa renewal with a help of school. The visa renewal application with a help

of school is performed online. In order to obtain the necessary information, the school may ask you to submit your photo, revenue stamps from the post office, a certificate of enrollment, a copy of your passport, a copy of your residence card, etc. Please submit the necessary information as soon as you are contacted by the school staff.

If you wish to have a stamp which allows you to engage in an activity other than that permitted under the status of residence previously granted, please go to the Tokyo Immigration Bureau to pick up your residence card and apply for permission to engage in an activity other than that permitted under the status of residence previously granted.

TLS will be able to apply for your visa extension instead of you. However, you need to sign on some applications or prepare some documents of your financial support in Japan. When you are called through bulletin boards or class teachers, please come to our office as soon as possible.

Visa extension schedules are as below. The details will be informed at the bulletin board of 2<sup>nd</sup> floor so please check carefully.

Start studying in

April / 4<sup>th</sup> week of April

July / 4<sup>th</sup> week of July

October / 4<sup>th</sup> week of October

February / 4<sup>th</sup> week of February

※ Students whose percentage of attendance are not enough must submit an essay.  
Those students must consult at our office.

Students, who are going to apply for visa extension by themselves, need to prepare the following documents.

- ① “Application for Extension of Period of Stay”
- ② A copy of passport
- ③ Passport
- ④ Residence Card
- ⑤ Student (ID) Card
- ⑥ A certificate of enrollment of TLS (must be issued within 3 months)
- ⑦ A certificate of attendance and transcript (result)  
(the percentage of attendance which is calculated until a month before applying)
- ⑧ A document of financial support  
Must submit one of A)~C) below.
  - A) Certificate of receiving scholarship
  - B) A copy of remittance from abroad
  - C) A copy of bank bookThe case you cannot prepare any of A)~C), come to our office to consult.
- ⑨ Essay of the reason for not enough attendance (the students whose percentage of attendance is not enough).

※ Students who will graduate TLS and advance to higher education, need to prepare different documents, so we will hold a briefing in February. Please confirm the bulletin board.

### **Permission for Doing a Part-time Job**

If students from abroad (student visa holder) want to do a part-time job, they need to obtain a permission. The case you started to work without this permission is illegal. If they have the permission, they are allowed working 28hours/week. If students start or change to do a part-time job, they must report to school office.

According to the new system, students can apply for this permission when they arrive at the airports of Japan. If you want to apply for this permission, please ask at the same time of receiving your residence card.

- ※ You are not allowed starting work before the entrance ceremony.
- ※ Short-term students are not allowed to work.
- ※ You can work up to 8 hours a day during the summer and winter vacation which is determined by school rules. It must be up to 40 hours a week.  
Summer vacation: August 13<sup>th</sup> to 15<sup>th</sup>  
Winter vacation: December 28<sup>th</sup> to January 5<sup>th</sup>

### **<Restriction of activities>**

Certain jobs of the entertainment and amusement what is called “Fuzoku” like Pachinko parlor, bars, cabaret, club, massage parlor, sex industries are strictly prohibited. Even your work is limited to advertise outside, cooking, cleaning, you are not allowed to work there. You will be treated as a worker of “Fuzoku” business, and will be punished. The case you are founded at these businesses, Japanese government sometimes orders to deport (forced repatriation).

### **Getting Various Certificates by School**

Any certificates (sheets) are issued in 2 days (after 48 hours except Saturday, Sunday and national holidays) after your submission an application. We recommend you to submit earlier than your submission deadline to the third institutions. To apply for certificates, you need to buy tickets from the ticket machine.

example : Submission deadline, Mon, 17:00 → publication, Wed after 17:00  
Submission, Fri, 10:00 → publication, Tue after 10:00

Certificate of expected graduation (JPY 500)

- • • Students who is studying at TLS now, and going to graduate.

Certificate of graduation (JPY 500)

- • • To prove your graduation after you graduated

Certificate of completion (JPY 500)

- • • For short-term student etc.

Certificate of student status (JPY 200)

- • • Students who belong to TLS now.

Certificate of enrollment (school registration) (JPY 200)

- • • Students who wanted to prove the term of study at TLS.

Certificate of your Japanese proficiency (with designated form) (JPY 200)

- • • When you advance to higher education, the institution may require to

submit your Japanese language proficiency certificate. Depending on the institution, the certificate's form will be designated. In this case, please submit the designated form with our application form. If the institution does not have a designated form, please apply a certificate of attendance and transcript.

Certificate of your Japanese proficiency (without designated form) (JPY 500)

- • • When you advance to higher education, the institution may require to submit your Japanese language proficiency certificate. Depending on the institution, the certificate's form will be designated. In this case, please submit the designated form with our application form. If the institution does not have a designated form, please apply a certificate of attendance and transcript.

Certificate of attendance and transcript (JPY500)

- • • Please make sure the name of the advanced school, department or course before submission to our office.

Reassurance your student card (JPY 2,000)

- • • This is a very important card, during you belong to TLS. If you lost your card, it may be used for bad purposes. The reassurance fee is JPY 2,000. Please fill our application form and buy a ticket.

Letter of Recommendation

- • • Please submit the designated form of the higher education to your class teacher. If you would like us to make your recommendation letter by TLS form, we make it for students whose percentage of attendance is over 90%.

Document translation (JPY 500)

- • • If you submit a document in Japanese to advance, you may need document translation.

Certification exam (JPY 10 to 5,000)

- • • Please buy prices for applying JLPT and EJU.

Airport Pick Up (JPY 1,000 to 5,000)

- • • When you need airport pick up, please pay the prices, pick a day and airport.

Tuition (JPY 10 ~10,000)

- • • If you have unpaid tuition fee, please pay for the prices.

## **Various Documents**

If you are in the following case, you must submit the designated document as soon as possible.

1. Personal Information Changing • • • when you changed address/ a phone number
2. A Student Card Republishing
  - • • when you lost your student card, the republishing cost is JPY2,000.
3. Various Certificates
  - • • Certificates issued by TLS. E.g. extended a visa, entrance to a higher education or finding an employment etc.
4. Temporarily Return Report

5. Changing the Study Term Request
6. Expiration of Study Term/ Withdrawal Request
7. Absence Exemption
  - • • when you take an entrance examination for higher education or the reason for really necessary to absent
8. Medical Check Request, interview sheet
  - • • when you are going to reserve the Keiseikai clinic.

## **Reward and Punishment**

### **<Reward>**

We will give a souvenir for the student who has an excellent academic ability or is a role model as a reward.

### **<Punishment>**

If a student's attitude isn't good or s/he breaks the school/social rules, they will be withdrawn.

1. Bad attitude or causing problems during lessons.
2. Without effort for the Japanese learning, there is no expected to be improved
3. Low attendance percentage without special reasons.
4. Violate the duty as a student.

## **Other Items**

### **<Individual number named "My Number">**

Under the "My number system", every medium-and long-term resident is given 12-digit number, which is used for the administrative procedure for tax, pension and employment insurance, payment of part-time job etc. Your card will be sent about a month after registered at city office.

My number is important personal information, so do not show and give it anyone else. When you move your residence, you can change the information with the residence card at a city office.

This is new system in Japan, so you will have many questions about this. Please do not judge by yourself, come to our office.

### **<Using Copy and FAX Machine>**

You can copy or fax at our office. Please come to our office after buying a ticket from the ticket machine.

Copy	• • • JPY 10/ black and white for a paper, JPY 50/color for a paper
FAX	• • • domestic JPY 50 /overseas JPY 100
Copy papers	• • • JPY 20 for 10 sets
Notebooks	• • • JPY 100 for 2

### **<Emergency Call>**

When you are in trouble, traffic accident or injured etc., let us know as soon as possible. If it's

in the night or early in the morning, please call our emergency call. When you call us, please let us know your full name and the class.

TLS (daily 8:30-21:00/ Sat 8:30-17:30)	03-5605-6211
TLS emergency call (except for the time above)	03-5605-6249
Edogawa-ward public office	03-3652-1151
Kasai-Kuminkan (public hall)	03-3688-6435
Immigration Service Agency of Japan (Shinagawa)	03-3209-6177
Keiseikai clinic (internal medicine/dental)	03-3688-6181
Sato plastic surgery	03-5658-5711
Kasai post office	03-3675-1136
Edogawaku Ishikai Medical Association	
(Emergency Hospital during the night or the weekend) (from 21 p.m. to 6 a.m.)	03-5667-7775

#### <Dealing with photos and images>

We assure that we will explain the purpose of usage clearly beforehand and we promise that we are always going to use them within the explained purpose and never open them to outside to keep personal privacy.

The personal information will be used for the purposes below.

1. To offer several services like educational guidance, note of the study conditions, study reports, appeal for study motivation, course consultation, etc.
2. To share the co-operative educational companies for the specific purpose.
3. For PR of TLS
4. Any other purpose after getting your permission.
5. About the purpose accompanying the mentioned purpose above.

We do not provide your personal information a third party.

## ■How to use Microsoft 365

Microsoft 365 will be used to provide educational services from TLS, including classes, orientation and assignment submissions. Microsoft 365 offers a range of tools to enhance teaching effectiveness, allowing you to work together with your classmates to deepen your Japanese language learning, and to do so in a more efficient and effective way than ever before. The school can also provide you with the information and materials you need in a smooth and efficient way. One of the advantages is that it has a high level of security features and you can log in from anywhere in the world. We hope that you will use Microsoft 365 as an educational tool to promote your learning of Japanese, and that you will use it with good manners and morals.

## Teams

Teams allows you to use video conferencing, chat and other communication tools. We encourage you to actively use Teams as a communication tool between you and your teachers and staff. The school will also provide you with a lot of information. Please make sure that you check your 'Activities' and 'Chat' at least once a day and reply to all messages that has been sent to you.

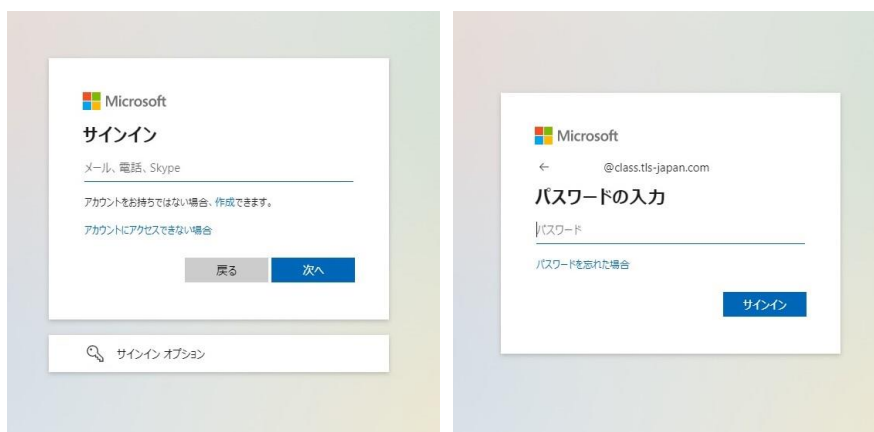
The first thing you need to do is to set up your account as described below, so that you are ready for a student life. Once you've done this, you'll need to install the app on your computer, smartphone or tablet.

### <Login/Initial setup>

1. Go to <https://www.office.com/> and select "Sign In".



2. Enter the email address and password given to you by TLS





※ When you log in for the first time, you will be asked to change your initial password to a new one. Make sure to make a note of the password. If you have forgotten your password, notify your teacher immediately.

3. On the Microsoft Office 365 home page, select Teams from the left-hand taskbar

#### <Team operations>

For the operation of the team, it is planned to create the following teams:

1) TLS Student Team

This team will be responsible for making announcements to all students, providing information and materials.

2) Class Team

This team will make announcements about the classes, distribute handouts and materials, and submit homework assignments.

3) My Teacher's Team

This team will distribute the information and materials about career events, homerooms, genjou chousa (student information check) and safety checks as well.

4) Dormitory Team

This team is for the dormitory students of Toyo Language School.

5) Pre-Departure Student's Team

This team conducts placement tests, mock classes, hiragana and katakana practice, JLPT and EJU application information, and pre-entry academic and career orientation.

6) Student Support after entering Japan Team

This team is responsible for visa application, quarantine upon arrival and submission of the documents to school after arrival.

#### < Absence notification>

As a rule, if you are going to be absent from a class, please send a chat message to My Teacher in advance to explain the reason for your absence. If it is not possible to do it beforehand, please make sure to send a message, explaining the reason for your absence, to My Teacher afterwards.

#### <Submission of documents to the school>

We collect various types of documents and information from you in order to prepare for your arrival in Japan and to proceed with the necessary procedures for living in Japan after your arrival.

For example, before you arrive in Japan:

Submission of a written pledge, information on installing various applications, health check during quarantine, possibility to contact you at the airport for pick-up, etc.

After arrival: Passport, residence card, insurance card submission etc.

#### <Genjou chousa (student information check)>

In order to ensure that we have correct and up-to-date information about each student, TLS will conduct “Genjou chousa” twice each term. During this period, you will be asked to provide the correct information to the assignments section sent to you by Teams.

### < Safety check>

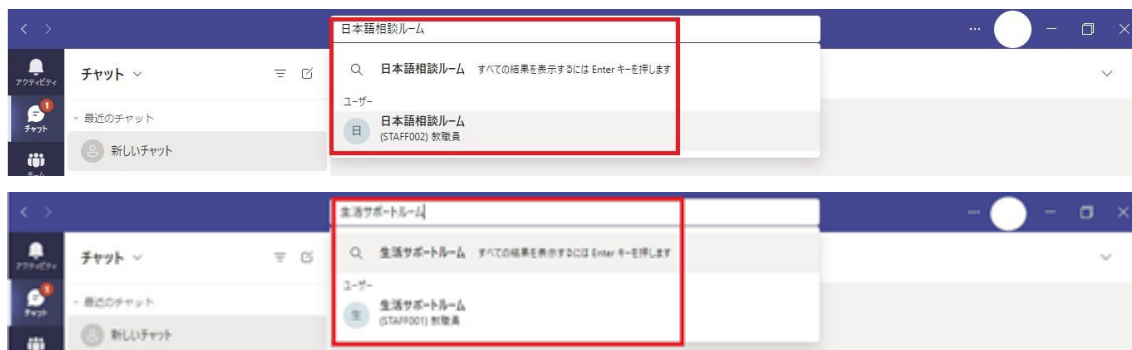
In case of a sudden earthquake or disaster, please respond to the Teams to confirm your safety.

### <Japanese language study/academic and career counseling/daily life support>

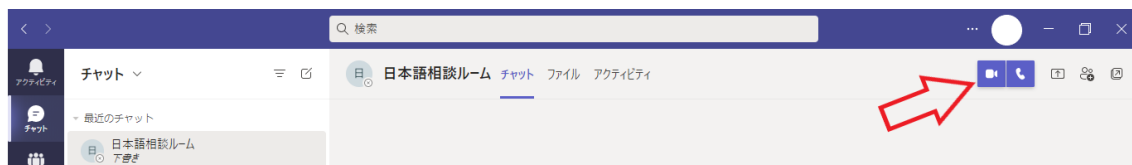
If you have any questions about your classes, further education or career, please contact your My Teacher via chat or video call. However, My Teacher is available only on weekdays from 9:00 to 17:00. Outside of these hours, My Teacher are unable to take video calls, so please send a chat message instead. My teacher will reply on the next working day. Also, there might be times when My Teacher may not be able to respond immediately due to classes or being out of the office. If you have an emergency question, you can chat or make a video call to the "Japanese Language Consultation Room".

If you need a help with anything other than your studies or career, you can call to the 'Student Support Room' (weekdays from 9.00 to 17.00). Please contact us if you have any questions about your life in general, your visa status or your dormitory.

1. Use the Search at the top of the page to search for "Japanese Language Consultation Room" or "Student Support Room" (in Japanese)



2. Click on the video icon on the top right corner



※ If the member of staff in charge cannot answer the call, for example because they are talking to another student, they will check the missed calls and contact you again later.

## ■ Life Style Book

### Let's start to communicate with greetings

"Let's greet each other with a smile"

Everyone; children, adults, Japanese or foreigners, starts their communication with "good morning". If you greet, you can communicate easily even for the person who you don't know or first met. "Greeting" is one of the most basic conditions both at school and in the society.

When you start the day

おはようございます。こんにちは。

Beginning of the lesson

よろしくお願いします。

End of the lesson

ありがとうございました。

When you enter(exit) the office

失礼します。(失礼しました)

When you see teachers or your classmates, let's greet each other vigorously with a smile.

- "Otsukaresamadesu" and "Otsukaresamadesita" are greetings at business. They are not suitable or even impolite to say to teachers after lesson. Try not to use them.

### Good manners during the class

We hope you take classes with good attitude, it makes the teacher and classmates feel comfortable. You are not allowed to eat at the class room except special permissions (drinking is possible). You can have food at lobby or student hall. Please take off your hat or cap and overcoat when you are in class.

### Bicycle Rules

#### <Riding bicycle rules in Japan>

Bicycle must go on the roadway. Sidewalk riding is exception; however you must go on the left side of sidewalk.

You can go on the sidewalk when you find "sidewalk traffic allowed" sign, road construction or parked vehicle.



#### <Riding when you are drunk>

Bicycles are treated as same as cars, so you are not allowed to ride when you are drunk. It leads to a traffic accident or bother others.



#### <Two people are riding a same bicycle>

Two people are riding a same bicycle is not permitted except for small children with special sheets.



#### <Riding on side by side>

It isn't allowed riding on the side by side on the narrow sidewalk or road. Pedestrian have priority on the sidewalk.



### <Turn on the light in the evening>

Riding in the evening is dangerous. So do not forget to turn on the light in the evening. Without light, you will be often stopped and warned by policemen.



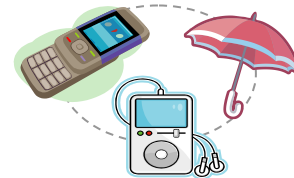
### <Stop at a cross over point>

You have to stop at a cross over point, and make sure the safety with watching both sides. It is quite dangerous to ignore signals or turn right or left suddenly.



### <Three prohibitions while riding a bicycle>

1. Talking or typing by cell phone while you are riding
2. Listening to the music while you are riding
3. Holding an umbrella while you are riding



If you are riding a bicycle and cause an accident with pedestrian, you have to compensate with paying huge amount of money (cure, hospitalization, employment guarantee etc.). If you cause an accident, you make family worry and have a huge economic damage.

### <Parking manner>

The parking spaces are decided. Around the stations of Kasai and Nishi-Kasai, in front of the bank and shops are prohibited to park. Parking even around your apartment or mansion is sometimes not permitted so your bicycle may be removed.



If you lost your bicycle, there is a possibility of removal by a ward office. You can get your bicycle again with your ID card and cash of JPY 4,000.

Please put the TLS sticker on your bicycle and park at the designated space. If there are no sticker bicycles parked at our space, it will be thrown sometimes. So, if you change your bicycle, get a new sticker at our office. We have prepared three parking spaces.

Finally, do not forget to lock your bicycle; even you leave it very short time. Be careful not to be stolen.



### <Mandatory bicycle insurance>

The Tokyo Metropolitan Government requires to bicycle insurance from April 2020. It is not mandatory to cover yourself, but you need insurance to cover damages in case of damage to your opponent.

### <Insurance for bicycle>

The "TS Mark Insurance" is affixed to ordinary bicycles inspected and maintained by bicycle safety mechanics. This mark has accident insurance and liability insurance. There are two types, red and blue, and the amount of compensation is different.

### <Insurance for passengers>

Basically, personal liability insurance cannot be opened on its own, it is covered to compensate by accident insurance, automobile insurance, fire insurance, bicycle insurance combined with accident insurance, credit card insurance, etc.



Even if you are not a Tokyo citizen, if you use a bicycle in Tokyo, you have to open bicycle insurance. For the students living in TLS dormitory, bicycle insurance is included in the integrated housing insurance. Other students need to open insurance by themselves.

You can open insurance via the Internet or at a convenience store, but you need to enter your bicycle information and register in advance. At the bicycle shop where you bought yours, you can open insurance while receiving support from the store.

### **Using school facilities**

Every school facility is for students. Do not harm, damage or doodle (graffiti) on the desks. It makes other students uncomfortable. Please keep it clean after use.

### <Using classroom after classes>

Please use library or student hall for your self-study after classes. If the places aren't open because of an event or something, you can request to use a classroom after get permission by our staff.

### <Using the library>

Our library is opened for all students. Students can use freely after school or any preparations. However, food and drinks are strictly prohibited. Do not speak loudly, talk on the phone and leave your seat for a long time with your bag laying for others. Please keep these manners.

※ We sometimes close for an event.

### <Borrowing books from library>

When you borrow books from the library, come to our office with the books. You need to fill out your name and the book title. The period is two weeks.

### <Using toilets>

Toilets are also one of the important school facilities. Please keep it clean for everyone uses comfortably.

1. Do not flush except toilet papers (no tissue paper, newspaper, sanitary goods, cigarette butts, chewing gum etc.).
2. Do not throw out tissue paper in the garbage bin in the toilet.
3. Do not keep wet on the floor, sink, and doors for sanitation.

### **A cigarette will cause fire**

-Cigarette smokers can keep good manner-

Do not forget smoking is harmful for body, and the smoke will damage others. Therefore, bad manners must be strictly prohibited.

During walking

During riding a  
bicycle

Throw butt away on  
a street

You will be punished when you smoke around places where many people gather and on the street in Tokyo (penalty charges is 2,000 JPY). Students, who smoke cigarette, should bring not only tobacco, a lighter but also good manner.

Smoking and NOT smoking places are divided these days in Japan. So please make sure whether the place is allowed to smoke or not.



#### -Smoking at school-

The smoking rooms are at 5F at the main building and 2F at the 2<sup>nd</sup> building. Do not throw the cigarette ash and butt into trash box and also do not put spittle and phlegm to ashtrays. Keep the rooms clean.



#### -Smoking at dormitory or home-

There is a designated smoking space in dormitory, and the students can smoke only in the space. Several years ago, fire had happened one of our dormitories because of smoke. Each of you must follow rules, rules will protect not only you but also others.

These conditions are totally same for the students who rent a room by themselves. Even though it is allowed to smoke in your room, do not throw the butt on the street or throw outside of your room.

※ If you smoke around school, we will give guidance including withdrawal and return to country.

### Don't get into trouble with Japanese People

#### <Garbage separation>

In Tokyo area is promoting separation of garbage and recycling. You need to separate among burnable or non-burnable, recycling or not, and oversized garbage.

You should be careful for separation of trash and recycling.

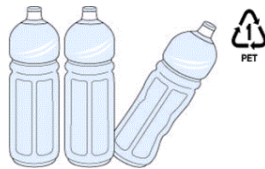
Your separated trash will be collected different days according to your district. If you do not keep this rule it may cause troubles with your neighbors.

We are separating burnable, bottles, cans, and pet bottles at school.

We ask you be aware of difference of each garbage bin, and please separate correctly.







#### <Do not make loud noises>

Most of our students live in a dorm, apartment or mansion. There are neighbors next door, so you must be careful not too noisy especially at night.

Think about if the person in your next door speaks loudly or listen to the music in the full volume with a window open...you want to complain. And if you are complained by neighbors, you may start to feel uneasy to keep living since then?

Basic principle is not to do what you won't be done by others.

Some families have babies, small children or live with old people who start to sleep earlier so please keep in your mind that the noise will cause troubles.

### **When a traffic accident or fire happened**

#### <Call a fire engine or ambulance>

When a fire happens in your room or near by, you must call a fire engine as soon as possible.

When you are damaged or make someone injured, let us know quickly. According to the seriousness, need to call an ambulance.

### **IT Literacy**

#### <IT Literacy>

Recently, the internet has become popular and useful as one of the living infrastructures, however, it causes leaks of information and Internet troubles including SNS due to convenience and easy access. It is happened not only in Japan but also around the world. There are lots of kinds of crimes via internet; account take over, fishing, on-click fraud etc. They will destroy not only your life, but also your family and friends' lives. It is necessary to understand the information and technology such as communication, network, security, etc. It will help you to use internet properly, and even not to become a perpetrator by mistakes. This is IT literacy.

#### <Personal Information, Privacy>

Personal information is the information which you can recognize the specific person such as name, birthday, address. Privacy is the information which includes personal information and specific life style. Both personal information and privacy are needed to be protected in daily life and everyone has right to be protected.

#### <Copyright>

Copyright is the right for the creators and authors, and it includes songs, videos, illustrations, games, and photos. If you want to copy or arrange the products, you need to get permission from the authors. Using photos, illustrations, sound sources, and videos posted on the internet for any purpose other than private use without permission is copyright infringement.

#### <Actions that Violate the Law or Common Sense>

Information sent on the internet may be punished as follows if the act is against the law, even if you intentionally say something or make a joke.

##### “Defamation” Article 230 of the criminal code :

A person who publicly discloses facts and defames a person shall be punished by imprisonment with or without work for maximum 3 years or a fine of maximum 500,000yen, regardless of the fact.

##### “Contempt” Article 231 of the criminal code :

A person who publicly insults a person without showing the facts shall be detained or punished.

##### “Damage to Credit or Obstruction of Business” Article 233 of the criminal code :

A person who perverts false folklore or uses a false account to damage the credibility of a person or interfere with its business shall be punished by imprisonment with work for not maximum 3 years or a fine of maximum 500,000 yen.

In particular, the use of SNS can cause to serious problems if you do not follow morals. There are actually cases where minors post criminal acts such as drinking, smoking, and cheating and being arrested by the police. Please enjoy SNS by observing morals and etiquette to protect everyone including yourself.

#### **Evacuation site at the time of disaster**

##### <Evacuation site in case of flood>

It is very important to prepare for natural disasters caused by floods. TLS will give directions via Website and SNS after evacuation information sent by Edogawa Ward. The primary evacuation destination designated by the school is Rinkai Elementary School, which is located at a relatively high altitude. TLS staffs also gather at Rinkai Elementary School, so if further evacuation is necessary, information will be provided according to the situation.

In the case of a flood damage, evacuation orders from the government will be notified using the expression "Nishikasai-〇chome, Edogawa-ku, Tokyo". Remember that your address is not only "Nishi Kasai 7-6-3 (Nana no Rokuno-san)" but also "Nishi Kasai 7-chome 6-ban 3-gou (Nanachome Rokuban San-go)" Please be prepared to evacuate immediately if instructed to do so.



## 広域避難できないときの 避難先一覧

命を守るために  
より安全なところへ  
避難しましょう

In the case of flood damage by typhoons and so on, the green area below is designated as an evacuation case.

Students of Toyo Language School should evacuate to Rinkai Elementary School with food and drink for **2 days** when the school issues an evacuation order.

**Rinkai Elementary School**  
2-2-11 Rinkaicho, Edogawa-ku, Tokyo

- 避難先種別**
- 地域防災拠点
  - すべての階が使える待避施設 (小中学校)
  - 2階以上が使える待避施設 (小中学校)
  - 3階以上が使える待避施設 (小中学校)

**待避施設 (小中学校)**  
も浸水してしまいます

長いところでは  
2週間以上のあいだ  
生活しなけりません

使用できない階も  
あります



**凡例**

- b 消防 E 警察
- アンダーパス

道路が低くなっている  
水がたまりやすいため注意が必要な箇所

**浸水した場合に想定される水深**

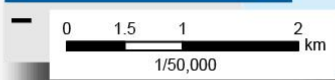
浸水深と家屋の関係

浸水深	想定される水深
3~4 階浸水	(5~10m 未満)
2 階浸水	(3~5m 未満)
1 階浸水	(0.5~3m 未満)
地下浸水	(0.5m 未満)

**家屋倒壊等氾濫想定区域 (氾濫流)**

流速が速く、木造家屋が  
倒壊するおそれがある区域

○ 凡例の浸水する階数は一般的な家屋を  
基準としたものです。  
○ 各学校の浸水する階数と必ずしも一致  
しません。



Made in Dec. 2019





1 Pass through Shinden 6gou Park in front of the main building



5 Go south for a while



2 Head to Shinnagashimagawa Shinsui park



6 Cross the Shinsakon bridge and turn left



3 Go up the stairs



7 Turn left and go straight to the first intersection



4 At the end of the stairs, turn left



8 Cross the intersection, you find the Rinkai elementary school on your left

### <Evacuation site in case of earthquake>

When an earthquake happens, protect yourself, especially your head, until the shaking stops. Then you need to evacuate if you have any danger to stay there. If there is no such danger, there is no need to evacuate. When evacuation is needed, local elementary and junior high schools will be provided as evacuation sites in Edogawa Ward. Please confirm nearby elementary and junior high schools (if you were in TLS, stay at TLS) as your primary evacuation destination, and Rinkai Elementary School as your secondary evacuation destination.

In case evacuation is necessary:

When there is a danger of a fire spreading out of the building.

When the initial fire extinguishing cannot be performed and there is a great risk of the fire spreading.

When buildings collapse and there is a risk of collapse.(Check to see if the window glass is broken)

When there is evacuation recommendation or instruction of ward office, police station, fire department.

Students live in school dormitory check the location of elementary and junior high schools for primary evacuation.

The 1<sup>st</sup> Dormitory → Dai 6 Kasai Elementary School

The 2<sup>nd</sup> and 3<sup>rd</sup> Dormitory, Roomie Sakongawa → Dai 4 Kasai Elementary School

The 5<sup>th</sup> Dormitory and Bay Kind → Minami Kasai Elementary School

Seiwa → Kasai Dai 3 Junior high School

Sun Kind and Bonal Residence → Higashi Kasai Elementary School

Orange Heim → Dai 5 Kasai Elementary School

### <How to get information during natural disaster>

What is the most important during disaster? It is information!

There are two important things during disaster. One is getting information and the other is informing your family and friends about your situation and condition. In addition, please do not forget to contact to TLS. We, TLS will give you the information by several ways below. You need to have more than two tools for contacting with us during the emergency.

#### 1. Getting information from TLS

- ① Homepage : <http://www.tls-japan.com/>
- ② Facebook : <http://www.facebook.com/tls.japan>
- ③ Teams : Send out to each student's Teams account

#### 2. Informing us as "I am (your name) of ○○ class. I am at □□, and I am safe. "

- ① Come to TLS
- ② Call school : 03-5605-6211
- ③ Call the Emergency number : 03-5605-6249
- ④ Teams : Send out to each student's Teams account

TLS uses Teams as a tool to confirm safety in the event of an emergency.



## 学生寮周辺マップ



《凡例》

- … コンビニエンスストア
- … スーパーマーケット
- … 遊園地
- … 自転車を購入できるお店
- … 生活用品を購入できる大型ショッピングセンター
- … 生活用品と自転車を購入できる大型ショッピングセンター

### ■寮長付女子寮

第1寮：江戸川区中葛西4-6-7

圖男子賽

第2寮：江戸川区中葛西8-13-12

第3寮：江戸川区東葛西7-7-13

：江戸川区東葛西9-14-22

## ■ 男女美用寮

ルーミー左近川：江戸川区南葛西1-15-4

第5寮：江戸川区南葛西6-15-14 SKビル

誠和寮：江戸川区中葛西7-6-20

オレンジハイム：江戸川区西葛西1-12-30

サン・カインド：江戸川区東葛西7-28-15  
 ベイ・カインド：江戸川区南葛西5-7-2

ベイ・カインド：江戸川区南葛西5-7-2

## How to call 119

Call a fire or ambulance

If there is a fire in your room or neighborhood, call a fire truck immediately. If you are injured or cause injury, please contact the school immediately. And if the injury is severe, you have to call an ambulance.



Dial 119



火事ですか？救急ですか？ Fire or Ambulance?



「fire」



なに もが燃えていますか？

What is burning?

あなた：「～が燃えています」

「～から火が出ました」

You：「～ is burning.」

「Fire came from ～」



なん く なんまちなんちょうめなんばんなんごう  
：何区何町何丁目何番何号ですか。

Tell me your address.

Nani-ku,nani-machi, nan-choume,  
nan-ban?

あなた：「えどがわく にしかさい 7ちょうめ  
6ばん 3ごう です。」

You：「7-6-3, Nishikasai, Edogawa-ku」



ちか もくひょう  
：近くに目標となるものはありますか？

Are there any landmarks near by?

あなた：「しんでんの森公園のちかくです。」

You：「Near the Shinden-no-mori park.」



たてもの なか ひと  
：建物の中に人はいませんか？

けが ひと  
怪我をした人はいませんか？

Are there anyone in the building?

Anyone injured?

あなた：「いません。」

おんな ひと けが  
「女の人が怪我をしています。」

You：No, nobody inside.

A woman is insured.



「accident」



どのような状況ですか？

Tell me the situation in detail.

あなた：「車と自転車がぶつかりました。」

You：「Crash by a car and a bicycle.」



なん く なんまちなんちょうめなんばんなんごう  
：何区何町何丁目何番何号ですか。

Tell me your address.

Nani-ku,nani-machi, nan-choume,  
nan-ban?

あなた：「えどがわく にしかさい 7ちょうめ  
6ばん 3ごう です。」

You：「7-6-3, Nishikasai, Edogawa-ku,」



けがにん なんにん  
：怪我人は何人ですか？どんな怪我ですか？

How many injured, and what kind of  
damages do they have?

あなた：「～人です。」「頭から血が出ています。」

You：「～persons. Breeding in the head.」



いしき  
：意識はありますか？

Are they conscious?

あなた：「いいえ、ありません。」

You：「No, they aren't,」

## School Words

- Gakuseki-Bangou (がくせきばんごう)
  - ・ ・ ・ Your registration number. It's effective until you finish studying at TLS. Memorize as soon as possible as to say by air.
- Nyuukan (にゅうかん)
  - ・ ・ ・ Immigration Service Agency of Japan located in Shinagawa where publish or extend visa.
- Kuyakusho (くやくしょ)
  - ・ ・ ・ Edogawa public office
- Kuminkan (くみんかん)
  - ・ ・ ・ Kasai public building where you can submit your removal(changing your address) or insurance procedures.
- Gakuseishou (がくせいしょう)
  - ・ ・ ・ Student ID card. The student visa holders can buy a commuter pass with special rate.
- Zairyu Card (ざいりゅうカード)
  - ・ ・ ・ One of the most important ID cards that you are a foreigner.
- Hokenshou (ほけんしょう)
  - ・ ・ ・ You need to show when you go to a hospital. You must pay monthly for it.  
To receive or renew, go to the public office.
- Santensetto (さんてんせつと)
  - ・ ・ ・ "Residence Card", "National Health Insurance" and "Student Card".
- Sikakugai (しかくがい)
  - ・ ・ ・ Activities not permitted qualified. You are asked to have when you are going to start a part time job within 28hours a week.
- Ichiji-kikoku (いちじきこく)
  - ・ ・ ・ Return to your country temporarily. You necessarily submit documents before leaving and after arrived.
- Sainyuukoku-kyoka (さいにゅうこくきょか)
  - ・ ・ ・ You need to get a certificate of re-entry permit in the airport. You can choose one-time ticket or multiple tickets to submit.
- Gakuhi(がくひ)
  - ・ ・ ・ Tuition fee. You can choose to the payment methods from flywire or bank transfer.
- Ryouhi (りょうひ)
  - ・ ・ ・ Dormitory fee.
- Jimu/ Kyoumu Shitsu (じむ・きょうむしつ)
  - ・ ・ ・ The office at 1F where all teachers stay. You can ask about visa, payments, and any other school life as well as study.
- Library/ Career Center (としよしつ・キャリアセンター)
  - ・ ・ ・ You can see the brochure of universities or professional training schools.